APPENDIX E-026P

PHYSICAL INVENTORY REQUEST DOCUMENT

1. PURPOSE

   This appendix is applicable to chapter 7 and provides instructions
for manual preparation of a Physical Inventory Request Document for
forwarding to nonaccountable storage activities.

2. RESPONSIBLE ORGANIZATIONAL ELEMENT

   The Inventory Accounting Branch within the Directorate of Supply
Operations is responsible for preparing and controlling these documents.

3. APPENDICIES USED IN THIS PROCESS

   a. Appendix B-26, Physical Inventory Request Document

   b. Appendix F-24C, Location Reconciliation Error Analysis.

   c. Appendix F-211A, Preinventory Item List.

4. PROCEDURES/INSTRUCTIONS

   a. Nonaccountable storage activities.

      (1) Prior to preparing a Physical Inventory Request for a special
inventory, Type Physical Inventory Code (TPIC) C or D, processing
personnel will review inventory schedules and/or documents to determine
if an inventory is already scheduled for the item in question at the
storage activity. If an inventory is scheduled, the DSC will request by
telephone, message, or facimile, to expedite the completion of the
outstanding inventory. Preparation of DIC ZJA, Physical Inventory
Request Document will not be required.

      (2) If a special inventory is required, prepare the DIC ZJA as
depicted in appendix B-26, or enter the document via SAMMSTEL Verb SODE,
as described in DLAH 4745.2, Volume I, Part 1, DLA Remote Users
Handbook. Enter TPIC C in pos. 7 and leave condition code pos. 71
blank, indicating all condition codes are required to be inventories for
a NSN. If a specific condition code is to be inventoried, enter TPIC D
in pos. 7 and the appropriate condition code in pos. 71. Assign an
inventory cutoff date in pos. 61-64 which is at least 10 days subsequent
to the date of the request.

      (3) Entry of the DIC ZJA document will establish inventory controls
on the Inventory Control Master File (ICMF) and the National Inventory
Record (NIR).

5. FLOWCHART

   Flowchart not required.